

# **KwaZulu-Natal: Department of Education and Development Bank of Southern Africa**



## **Annexure 3**

### **Safety, Health and Environment: Example of risk management report**

Proudly prepared by

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# Safety, Health and Environment (SHE): Example of risk management report

Please note that this is an example only and all information is fictitious.

## XYZ Construction

### SHE risk management report for the period January 2014 to March 2014

#### 1. Introduction

We trust that this quarterly SHE Risk Management report will provide a clear picture of the company's performance as far as occupational health, safety and environment is concerned.

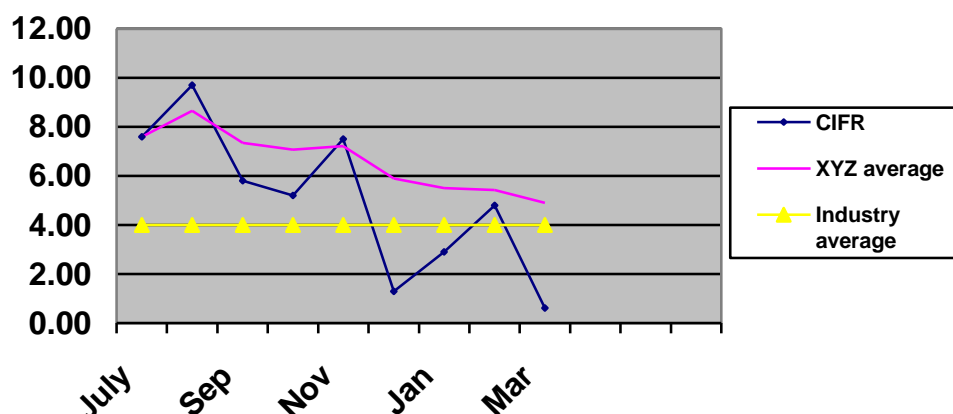
The first quarter of 2014 generally reflected an improvement in injury experience and indicates a decline in the number of injuries. Although Building was the only division where there was an increase in compensation claims, figures are still well down from the average 2013 figures. A sub-contractor experienced one fatality.

All divisions are eagerly awaiting the final implementation during May 2014 of the new electronic SHE Management system that will provide the tools to implement the SHE programme and make it available to all management and supervisory staff.

#### 2. Incident statistics

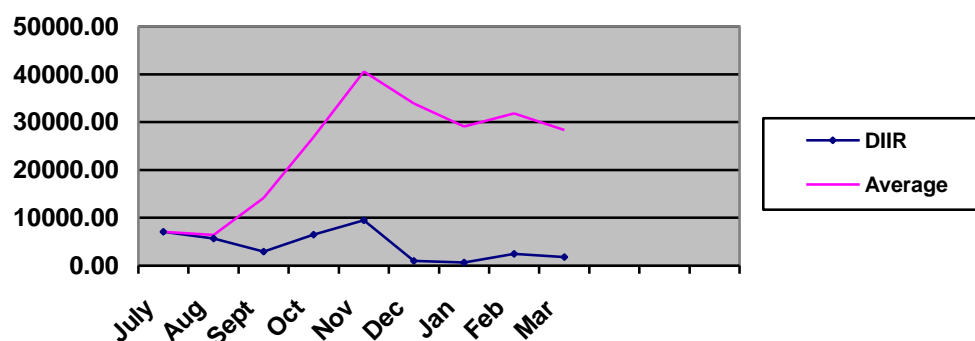
##### 2.1 Compensation Incident Frequency Rate (CIFR)

$$\text{CIFR} = \frac{\text{No of compensation claims} \times 200\,000}{220 \text{ person hours} \times \text{No of employees}}$$



## 2.2 Disabling Injury Incidence Rate (DIIR)

$$\text{DIIR} = \frac{\text{No disabling injuries} \times 200\,000}{\text{Person hours worked}}$$



## 2.3. Other major incidents

Three other major incidents were experienced in the period under review:

- 2.3.1. A major trench collapsed at Job. 00123: XYZ Head Office, Braamfontein: No personnel injured, extensive damage to foundations: 3 days delay.
- 2.3.2. A concrete dumper ran away when its brakes failed. It smashed into the glass façade of the building on Job 00332: McDonalds, Randburg. The driver jumped off and was not injured. Cost of damage to façade: R45 000.
- 2.3.3. A storage hut on Job 00567: BP Petrol Station, Swartruggens was demolished by fire when the night watchman made a fire inside the storage hut which contained concrete vibrators and leveling machines. Cost of replacing the hut and machines: R30 000.

## 3. Risk areas

The following items of concern need priority consideration by management:

- 3.1. New employees must undergo pre-employment medical examinations to:
  - protect XYZ from possible claims at a later stage
  - ensure that only capable persons are employed
  - prevent injuries and illness in the workplace
  - enhance XYZ image
- 3.2. Vehicle drivers and plant operators must be instructed to inspect their vehicles daily before start-up using the prescribed checklists to ensure that these are safe to operate and in good condition.

#### 4. Risk assessments

Three SHE risk assessments were conducted in February and March:

Job 00432:	Gillooly's Mall	Compliance: 56%
Job 00786:	Cullinan Head Office	Compliance: 83%
Job 00589:	Cleveland Station	Compliance: 76%

#### 5. Training

One hundred and forty two employees, representing 7% of employees, attended nine training courses. \*Our objective is to train 5,5% of employees on a quarterly basis.

Month	No. of Employees Trained	Course	Source
January	26 15 3	Induction OH&S Reps Crane Drivers	Internal Consultant External
February	23 17	Induction OH&S Reps	Internal Consultant
March	43 9 3 3	Induction OH&S Reps Bomag Rollers First Aiders	Internal Consultant Supplier St. John's

#### 6. Legal matters

- 6.1. An inspector of the Department of Labour issued an improvement notice on Job 00987: Gilooly's Mall. The notice requires that all scaffolding comply with the SABS standards for the Erection and Maintenance of Access Scaffolding (SANS 085). This is currently being attended to and the inspector will return on 15 April 2014 to ascertain if the notice has been complied with.

#### 7. Occupational health matters

##### 7.1 HIV Aids

The proposed clinic will soon be operational and we will then be able to send our employees who have tested positive for HIV/Aids to the clinic for counseling and eventual treatment when necessary.

The mobile clinic attended to and tested fifty employees on a voluntary basis at 3 sites this month. Eighteen of them tested positive.

## 7.2 Tuberculosis (TB)

The mobile clinic will be calling at Gillooly's Mall and Cleveland Station on 15 and 16 April 2014 respectively to screen employees for TB.

## 7.3 Noise

All suspected noise pollution areas have been identified and tested and the results are awaited. Employees working in areas testing over 85dBA will be issued with suitable hearing protectors.

## 8. Environmental measures

Inspectors from the Botswana Department of Environment visited Djwaneng and inspected the site and yard. They gave it a "clean bill of health" and advised that we should increase the dust control measures by spraying roads three times per day with water instead of the present twice per day.

## 9. Achievements and awards

- 9.1 The client at Djwaneng (Job 00786) awarded the XYZ site first position in the housekeeping competition conducted bi-monthly by the client's SHE managers. The project manager and his team are to be congratulated for this sterling effort.
- 9.2 Job 0987: Refurbishment of Pretoria Main Railway Station has just completed 1 million compensation claim free days. This was no easy achievement if we consider the conditions being worked under after the extensive fire that caused major damage.

## SHE Risk Manager

2014-03-31

**Source:** SAFCEC Occupational Health and Safety Committee